

CALIFORNIA UNEMPLOYMENT INSURANCE APPEALS BOARD



PRESIDING ADMINISTRATIVE LAW JUDGE, UNEMPLOYMENT INSURANCE APPEALS BOARD PROMOTIONAL EXAMINATION

6HS17

EXAMINATION TYPE

This is a **Departmental Promotional Examination** For: **California Unemployment Insurance Appeals Board**. Applicants must have a permanent civil service appointment with the California Unemployment Insurance Appeals Board as of the final filing date to compete in this examination.

FINAL FILING DATE: OCTOBER 12, 2006

Applications (Form 678) must be postmarked no later than the final filing date. Applications postmarked after the final filing date will not be accepted for any reason. How to Apply: Applicants may submit applications in person or by mail to:

Unemployment Insurance Appeals Board, Administrative Services, Examination Unit
2400 Venture Oaks Way, Ste. 400, Sacramento CA 95833

DO "NOT" SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination". You will be contacted about specific arrangements.

SALARY RANGE: \$7865 - 9516

QUALIFICATION APPRAISAL INTERVIEW – WEIGHTED 100.00%

Interviews will be held during the month of **November/December 2006**.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION NOTE: All applicants must meet the education and/or experience requirements by **October 12, 2006** the final filing date.

MINIMUM QUALIFICATIONS

Experience Requirements:

Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to the other to meet the total experience requirement. Experience in California state service applied toward "Pattern II" must include the same number of years of qualifying experience as required in "Pattern I" performing the duties of a class at a level of responsibility comparable to that described in "Pattern I".

Either I

Five years of experience in the California state service performing the duties of an Administrative Law Judge I, Unemployment Insurance Appeals Board. Membership in any state bar is required.

Or II

Two years of experience in the California state service performing the duties of an Administrative Law Judge I, Unemployment Insurance Appeals Board; and membership in The California State Bar.

Or III

Five years of experience in the practice of law* which shall have included three years of experience as a Hearing Officer or Administrative Law Judge for a quasi-judicial body; and membership in The California State Bar.

*Experience in the "practice of law" or "performing legal duties" or "legal experience" is defined as only that legal experience acquired after admission to the Bar.

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DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

PRESIDING ADMINISTRATIVE LAW JUDGE,
UNEMPLOYMENT INSURANCE APPEALS BOARD

OX20-6088

FINAL FILE DATE:
October 12, 2006

SPECIAL TESTING ARRANGEMENTS: If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination". You will be contacted about specific arrangements.

THE POSITION: Under the direction of the Executive Director/Chief Administrative Law Judge incumbents supervise the judicial staff and are responsible for the operation of a field operation office of the Unemployment Insurance Appeals Board; or perform as Assistant to the Chief Administrative Law Judge in Field Operations. Incumbents conduct quasi-judicial hearings for specialized cases such as tax cases, trade disputes, and other distinctive cases.

Positions exist statewide with the Unemployment Insurance Appeals Board.

ELIGIBLE LIST INFORMATION: A departmental promotional eligible list will be established for the Unemployment Insurance Appeals Board. The list will be abolished 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

EXAMINATION INFORMATION:

The examination will consist of a **Qualifications Appraisal Interview – Weighted 100.00%**. The interview will include a number of predetermined job related questions. In order to obtain a position on the eligible list, a minimum of 70.00% must be attained in the interview. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

Qualifications Appraisal Interview – Weighted 100.00%

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively relative to job demands, each competitor's:

SCOPE:

A. Knowledge of:

1. Provisions of the California Unemployment Insurance Code and related provisions of the Federal Social Security Act, and other related State and Federal rules, regulations, and laws.
2. Leading State and Federal court decisions and decisions of the California Unemployment Insurance Appeals Board in the field of employment security.
3. Rules of evidence, and conduct of proceedings in California and Federal trial and appellate courts and before administrative bodies.
4. Unemployment insurance and related statutes of other states.
5. Legal research methods.
6. A wide variety of occupations, occupational requirements, and labor, industrial, and agricultural conditions in California.
7. Medical terminology.
8. Laws pertaining to individual entities, partnerships, corporations, assignees, receivers or trustees in bankruptcy, and administrators of estates as they relate to tax liability under the California Unemployment Insurance Code.
9. Principles and practices of personnel management and supervision.
10. A supervisor's responsibility for promoting equal opportunity in hiring and employment development and promotion, and for maintaining a work environment which is free of discrimination and harassment.

B. Ability to:

1. Interpret and apply the provisions of the California Unemployment Insurance Code and related provisions of the Federal Social Security Act, and other related State and Federal rules, regulations, and laws.
2. Perform legal research.
3. Conduct fair and impartial hearings in a manner that will obtain all pertinent evidence and secure confidence and respect.
4. Maintain a fair and impartial attitude of mind without bias or prejudice.
5. Prepare summaries of facts and render decisions or make recommendations based on such facts.
6. Analyze difficult and complex legal problems and apply legal principles and precedents to particular set of facts.
7. Communicate effectively.
8. Analyze situations accurately and adopt an effective course of action.
9. Establish and maintain cooperative relations with those contacted in work.
10. Plan, organize, and direct the work of a legal professional and support staff.
11. Effectively promote Equal Opportunity in employment and maintain a work environment that is free of discrimination and harassment.

Veterans Preference: Credit is not granted in promotional examinations.

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GENERAL INFORMATION

It is the Candidate's responsibility to contact the CUIAB, Admin. Services, 2400 Venture Oaks Way, 4th Floor, Ste. 400, Sacramento, CA at (916) 263-3449 or CALNET 8-435-3449 three days prior to the written test date if he/she has not received his/her notice. (Not Applicable)

For an examination without a written feature it is the candidate's responsibility to contact the CUIAB, Admin. Services, 2400 Venture Oaks Way, 4th Fl., Ste. 400 Sacramento at (916) 263-3449 or CALNET 8-435-3449 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department and the Department noted on the front.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rule 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. Three rules may be reviewed at departmental personnel offices or at the information Counter of State Personnel Board offices.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidates ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

High School Equivalent: Equivalent to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

DTP (Rev. 10/86)

CALIFORNIA UNEMPLOYMENT INSURANCE APPEALS BOARD

Administrative Services 2400 Venture Oaks Way, 4th Floor, Suite 400, Sacramento, CA 95833 (916) 263-3449

TDD is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.

California relay (Telephone) Service for the Deaf or Hearing-Impaired:

From TDD Phones: 1-800-735-2929

From Voice Phones: 1-800-735-2922